



## Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting Minutes

<b>Date:</b>	Friday, 17 July 2020.
<b>Venue:</b>	McIndoe Function Centre, Emerald: face-to-face and online conference call.
<b>Chair:</b>	Councillor Gai Sypher.
<b>Note Taker:</b>	Maddie Fitzpatrick, Administration Assistant S.T.S.S. (AA).
<b>Present:</b>	<b>CHACAC Members:</b> Councillor Gai Sypher, Councillor Charles Brimblecombe (online), Sharon Gimbert, Barbara Beazley and Kathy Hawkins (online). <b>CHRC:</b> Karen Newman – Arts and Cultural Officer (ACO), Nikki Pickering – Arts and Cultural Officer – Galleries (ACOG) and Maddie Fitzpatrick.
<b>Apologies:</b>	<b>CHACAC members:</b> Councillor Christine Rolfe, Gail Nixon, Maureen Burns and Wendy Gibson. <b>CHRC:</b> Suzanne Poulter – Manager Connected Communities (MCC).
<b>Meeting time:</b>	10.09am to 1.22pm.
<b>Preparation documents distributed for this meeting:</b>	<ul style="list-style-type: none"> <li>• CHACAC planning meeting minutes – 19 June 2020.</li> <li>• CHACAC member update form.</li> <li>• Central Highlands Regional Council Creative Cultural Futures &amp; Heritage Action Plan 2020-2022 FYs.</li> <li>• Central Highlands Arts and Cultural Advisory Committee and Regional Arts Development Fund (RADF) draft Terms of Reference.</li> </ul>

Item	Subject	Discussions
1	<b>Welcome to Country and</b>	Councillor Gai Sypher shared a Welcome to Country.

	<b>opening of meeting</b>	Attendees were welcomed and apologies were noted.
2	<b>Confirmation of previous meeting minutes</b>	CHACAC 19 June 2020 planning meeting minutes were confirmed.  <b>Moved:</b> Sharon Gimbert <b>Seconded:</b> Kathy Hawkins
3	<b>Previous meeting action review</b>	<p><b>Previous Meeting Actions</b></p> <p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>• Council has endorsed the Central Highlands Regional Council Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs and the action plan has been published onto the council website.</li> <li>• The Creative Cultural Futures and Heritage Action Plan 2018-2020 FYs biannual report will be presented to council in August 2020.</li> <li>• ACOG has added all current CHACAC members to the Galleries mailing list.</li> </ul> <p><b>In progress:</b></p> <ul style="list-style-type: none"> <li>• The Arts and Cultural Overview document is to be published on the council website.</li> <li>• The CHACAC and RADF Terms of Reference (TOR) were revised and updated in the previous meeting. CHACAC members to discuss new draft TOR in general business. Once the TOR are approved and endorsed by council, advertising for new CHACAC members can commence.</li> <li>• The Van Gogh Sunflower Painting is a Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs item. Future updates on this project will be provided under the new standing agenda item titled, Arts and Cultural Project updates.</li> <li>• Sharon Gimbert has not spoken to local performer Narelle Schirmer regarding her singing at the Central Highlands Regional Council Annual Art Awards – Emerald, as local students were being contacted to perform on the night. Sharon plans to be in communication with Narelle regarding potential of her performing at Arts around August.</li> <li>• Digitisation Project: This is a key project and will be updated in the Arts and Cultural Project update section of the agenda.</li> <li>• Blackwater Herald: All editions and photographs that are available have been collected. Collection gaps are now being investigated. The State Library of Queensland (SLQ) has some editions we can access. The gaps in the Blackwater Herald newspapers will be a SLQ digitisation project.</li> <li>• Volunteer register: This was an initiative that was not developed to project stage. There was discussion about removing this item at the next Emerald Community Reference Group (CRG) meeting.</li> </ul>

		<ul style="list-style-type: none"> <li>• Short Film Festival: ACO met with Lou Petho, Sharon Gimbert, Barbara Beazley and Maureen Burns to plan the videography and editing project. Workshops are being held in Capella over three weekends. There are 20 places available. They are now being advertised to the public. Half of the places have already been filled.</li> <li>• Arts and Cultural website:             <ul style="list-style-type: none"> <li>○ The following cultural tourism trails have been added:                 <ul style="list-style-type: none"> <li>▪ Duaringa Historic Trail</li> <li>▪ Comet Tales and Walking Trail</li> <li>▪ Sapphire Gemfields Interpretive Trail</li> <li>▪ Springsure Heritage Walk.</li> </ul>                 ACO needs more information to add the Capella trails and will check if there are other trails to be added.             </li> <li>○ The Projects and Programs page is being developed. Information about the Quilt Project will be added. Regular updates will be made as new projects are initiated.</li> <li>○ Carnarvon Creates should also be added as a major project even though the project was cancelled (for the purposes of Arts Queensland acknowledgement).</li> </ul> </li> <li>• Arts around August: ACO is compiling the 2020 calendar. Additions include:             <ul style="list-style-type: none"> <li>○ Tough and Tender Beauty - this project is a partnership with Central Queensland Regional Arts Services Network (CQ RASN). It is offering grants of \$1 500 for artists in the Banana and Central Highlands regions. Applications close 25 July 2020.</li> <li>○ Comedian, Jodie van Wetering - Jodie trying to develop a CQ stand-up comedy online presence. Collette Anderson has expressed interest in having an online comedy debate with Jodie.</li> </ul> </li> <li>• Cemeteries: The Cemeteries Strategy is still in draft. ACO spoke with the Manager Community Recreation and Facilities about this strategy. ACO will add Duaringa historic records to the cultural tourism page, under historic cemetery records.</li> </ul>
4	<b>Galleries update</b>	<p><b>Art assets register and valuation</b></p> <ul style="list-style-type: none"> <li>• The valuation of Council's public art collection and their Emerald fine art collection is now finalised. This was done as a desktop review, as the valuer was unable to view the artworks in person due to COVID-19 restrictions.</li> <li>• The valuations will inform insurance policy.</li> <li>• A small number of artworks have not been valued due to incomplete information being known about them. The project will remain 'open' in order to acquire the required information about each artwork.</li> <li>• Barbara Beazley suggested to speak to James Laws, Craig Edmonston, and Fred and Maxine Wild to assist with provision of further information on items not yet valued.</li> </ul> <p><b>Action:</b> ACOG to contact James Laws, Craig Edmonston, and Fred and Maxine Wild regarding information on items not yet valued.</p> <p><b>Central Highlands Regional Council Annual Art Awards – Emerald</b></p> <ul style="list-style-type: none"> <li>• Multiple entries have been received.</li> </ul>

- Marist College are catering the opening night and supplying wait staff to do cocktail service.
- Local students will provide the musical entertainment for the event.
- Councillor Gai Sypher offered to help with set up on the day. All other members in attendance have commitments on that day.
- Due to COVID-19 restrictions, the gallery can only allow 35 people inside at one time. The courtyard and the foyer will be utilised for seating and tables.
- ACOG is sourcing outdoor heaters for the event, due to the cooler temperatures.
- Councillor Gai Sypher offered to supply marquees, plastic chairs/ covers, tablecloths and related items.

**Exhibitions Policy**

- The subcommittee is writing an Exhibitions Policy. This policy will detail the aims of the Central Highlands Regional Galleries, provide structure and inform our planning.
- The galleries aim to support local artists, as well as provide diverse artistic experiences that our community would not otherwise access.
- The goal is to have at least two travelling exhibitions in Central Highland Galleries, one in Emerald and one in Springsure. This will be dependent on budget.
- Councillor Gai Sypher mentioned that her sister is looking at grant funding to hold a travelling exhibition featuring fashion of famous and/or successful Queensland women. This could be a potential exhibition for our galleries. She will speak to her sister about how this is progressing.

**Action:** ACOG to present draft Exhibitions Policy at next CHACAC meeting.

5	<b>Arts and cultural project updates</b>	<p><b>Public Artwork Project</b></p> <ul style="list-style-type: none"> <li>• A project assessment panel is being formed. The panel will be responsible for shortlisting concepts at the Expression of Interest stage. The shortlisted concepts will then be presented to the public for voting.</li> <li>• ACOG to meet with Parks and Gardens to determine the limitations of the site.</li> <li>• One CHACAC councillor and one CHACAC community member is sought to join the assessment panel.</li> <li>• Councillor Gai Sypher expressed interest in being involved.</li> </ul> <p><b>Action:</b> ACOG to send an email to CHACAC members seeking expressions of interest for the assessment panel.</p> <p><b>CHACAC Project Meetings</b></p> <ul style="list-style-type: none"> <li>• ACO has started a regular project meeting schedule.</li> <li>• Sharon Gimbert expressed concern that having another monthly project meeting would mean members are doubling up on updates and using valuable time. She proposed that the updates given at the CHACAC meetings be used to inform the project schedule rather than having an additional meeting.</li> <li>• A discussion was then held about whether separate project meetings are required in order to align with council reports and keep the updates current.</li> <li>• ACO advised that a day for project support can be organised if needed.</li> <li>• Councillor Gai Sypher expressed her thoughts and concerns about the wellbeing of the members due to increased workloads. Members need to consider pushing projects back and not taking on any more until current projects are finalised. Members should only take on what they can based on their personal workloads. Barbara Beazley and Sharon Gimbert agreed.</li> <li>• This raises the need for new members, who have capacity to support project delivery.</li> <li>• Members discussed the importance of promoting CHACAC's work to the community, which may generate interest for new members.</li> </ul> <p><b>Springsure Hospital Museum</b></p> <ul style="list-style-type: none"> <li>• ACO conducting site inspection with the project management group, Monday 20 July 2020.</li> </ul> <p><b>Management of heritage collections</b></p> <ul style="list-style-type: none"> <li>• Dr Melanie Piddocke, Museum Development Officer for Central Queensland, has submitted an assessment of heritage collections across the region. ACO to present this report in the next CHACAC meeting.</li> <li>• Dingo History Room: <ul style="list-style-type: none"> <li>○ The collection is owned by the Duaringa Historical Society. The council-owned building needs more insulation and better lighting to provide the right climate for the collection. This is a capital project.</li> <li>○ With the upgrades and some didactic panels, this could be a permanent exhibition for cultural tourism.</li> </ul> </li> <li>• Bogantungan Railway Museum: <ul style="list-style-type: none"> <li>○ There is a community collection in a council-owned facility at Bogantungan. This collection is deteriorating.</li> </ul> </li> </ul>
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6	<b>Arts around August update</b>	<p><b>Arts around August</b></p> <ul style="list-style-type: none"> <li>• Central Highlands Regional Council Annual Art Awards – Emerald is 1 August 2020. This is a key event to launch the program.</li> </ul>

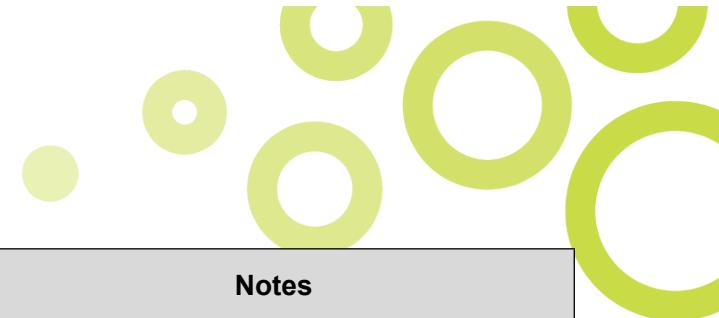
		<ul style="list-style-type: none"> <li>• Tough and Tender Beauty and the videography and editing workshops with Lou Petho have been advertised. A media release went out this week for Tough and Tender, which is a council and CQ RASN partnership event.</li> <li>• ACO mentioned there is no marketed brochure. Many community members and artists do not have the confidence to hold a workshop or project due to COVID-19 concerns.</li> <li>• ACO to liaise with Central Queensland Writers about holding an in-person or online writing workshop.</li> <li>• ACO continuing to work on the stand-up comedy festival with Collette Anderson.</li> <li>• Blackwater Arts Society are looking at the end of August 2020 for their exhibition. They are holding their workshops on 25 and 26 July 2020. The Blackwater Art competition that was run by the Blackwater State High School is no longer running.</li> <li>• ACO and ACOG have met with the youth team to discuss potential volunteers for art events.</li> <li>• ACO to approach Tough and Tender Beauty recipients about registering an event.</li> </ul> <p><b>Action:</b> ACO to review the budget to inform decisions on Arts around August.</p> <p><b>Action:</b> ACO to liaise with Central Queensland Writers about holding an in-person or online writing workshop.</p> <p><b>Note:</b> ACO has urged members to use their networks to source events for Arts Around August.</p>
7	General business	<p><b>CQRASN At-Home Artists in Residence (Tough and Tender Beauty)</b></p> <ul style="list-style-type: none"> <li>• Tough and Tender Beauty grant recipients presented in an online webinar, Thursday 16 July 2020. A diverse range of artists have been supported, including a singer, a comedian, and an abstract artist producing fabric designs.</li> <li>• ACO requested CHACAC members advertise the grant program through their networks. It closes 25 July 2020.</li> </ul> <p><b>Draft CHACAC and RADF Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• ACO presented the draft TOR. It was agreed that:             <ul style="list-style-type: none"> <li>○ both the CHACAC and RADF grant assessment panel meeting requirements to be combined into one TOR document. This is because RADF grant assessment is a CHACAC responsibility.</li> <li>○ stronger wording about member responsibilities was required. For example, “Members must be active in the planning and/ or delivery of projects.”</li> <li>○ members have the option to attend meetings in person or via conference/online call.</li> <li>○ RADF meetings are held three times per year.</li> <li>○ members are allowed one absence per year from RADF meetings, and three absences per year from CHACAC meetings.</li> </ul> </li> </ul> <p><b>Action:</b> ACO to remove CHACAC members who have left group from the contact list on the council website.</p>

		<b>Action:</b> ACO to amend and distribute draft TOR to CHACAC members, prior to presenting these to council.
<b>8</b>	<b>Heritage discussions</b>	<p><b>Cemeteries</b></p> <ul style="list-style-type: none"> <li>• There is a draft Cemeteries Strategy.</li> <li>• Councillor Gai Sypher recently visited the Comet cemetery and expressed her admiration of the beautiful layout, and the memorial plaque that is on display. The plaque has the names and dates of the deceased. This is great for the history of the Comet community.</li> <li>• Members discussed that plaques would be beneficial to all towns in the Central Highlands for the history, as well as maintaining connection.</li> <li>• Members discussed the headstone that has gone missing during roadworks.</li> <li>• ACO requested if members are aware of any cemetery records, to gain access to them for the cemeteries project and share them with council staff.</li> </ul> <p><b>Lone Graves</b></p> <ul style="list-style-type: none"> <li>• Members asked if they knew of any lone graves. Kathy Hawkins is aware of one on her family's block.</li> <li>• ACO stated that if members are aware of any lone graves, to take a photograph, obtain the story/ history behind it and a GPS location.</li> </ul> <p><b>Action:</b> ACO to compile lone grave information provided by members into a register.</p>
<b>7</b>	<b>Member updates</b>	<p><b>Barbara Beazley</b></p> <ul style="list-style-type: none"> <li>• Central Highlands Art Trail website is in development. The domain name and hosting is paid up until 8/05/2023. Collection and confirmation of artist information is ongoing. Website being created at this address: central-highlands-art-trail.info</li> <li>• Lou Petho: video editing workshops are being held over three weekends at Capella Cultural Centre – 25-26 July, 1-2 August and 8-9 August. \$150.</li> <li>• Medway Creek Rail Disaster: Barbara Beazley has met with Leisa Shuttleworth and Ann Vaughan from the Emerald Library team, to locate the audio from the event. The audio from this event has not been located, however it is known to be poor quality and very difficult to understand. Barbara Beazley has picked up two boxes of information and will start to assess and record what to include.</li> <li>• Barbara Beazley will work with Leisa Shuttleworth on the oral histories and participate in some audio training.</li> </ul> <p><b>Sharon Gimbert</b> RADF Project updates:</p> <ul style="list-style-type: none"> <li>• Sharon Gimbert stated that funding for the RADF CIPs has not been received. ACO will follow up.</li> </ul>



		<ul style="list-style-type: none"> <li>• Jet James is hesitant to organise workshops in the current environment. Due to this and other commitments, he proposes to run workshops early 2021. He will provide small presses and organise the workshop around those.</li> <li>• Lisa Hodge has organised local Aboriginal artist, Eunice Day to be the second teacher for the Kindness Rocks project in Blackwater/Bluff. Lisa Hodge will be leaving the materials in each area so they can continue the project after her workshop.</li> <li>• RADF funded patchwork workshops are due at the end of October 2020. They are holding a long-arm machine workshop in August 2020. Sharon Gimbert is doing specialised training to pass on these skills to club members.</li> </ul> <p>Community, Connectivity, Confidence (CIP Project):</p> <ul style="list-style-type: none"> <li>• Funds have not been received. Erin Dunne is currently busy planning a solo exhibition.</li> <li>• Emerald Patchwork have selected a member to be their teacher. The Gemfields will be the second venue for the teacher mentoring.</li> <li>• Sharon Gimbert is doing online watercolour workshops to assist Randelle McClure with the development of these classes.</li> <li>• The Emerald Photography Club is conducting the Photoshop workshop.</li> <li>• Online platforms are being researched. Those useful to artists will be added to the art trail website.</li> <li>• Sharon Gimbert is visiting the regional areas in August for the art trail. During those visits, she will discuss other workshop opportunities and ideas with the art groups.</li> <li>• The Emerald Art Group is planning a workshop to teach artists to cut their own matboards and frame their work.</li> <li>• An art-based app workshop is being developed, currently looking at Procreate.</li> </ul> <p><b>Kathy Hawkins</b></p> <ul style="list-style-type: none"> <li>• Contacted Gaye Steel and Shona Nicholls. Shona Nicholls is taking a year off due to COVID-19. She will not be holding any workshops or exhibitions. Gaye Steel is also hesitant in the current environment. ACO suggested they both apply for Tough and Tender at-home residencies.</li> <li>• Emily Donaldson is moving to Brisbane so will also not be available for workshops.</li> </ul>
8	<b>Meeting close</b>	Meeting closed at 1:22pm

*Disclaimer: Council minutes are public documents therefore minutes may need to be adjusted where appropriate to council formatting and publishing standards.*



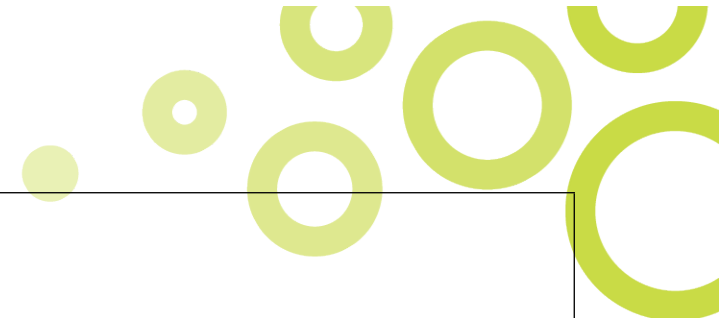
**CHACAC Actions Table**

Item/Project	Action	Responsible	Status	Notes
<b>Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022FYs</b>	13-12-19 ACO to continue to conduct community consultation face-to-face visits for draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs.	ACO / Members	Completed	17-04-20 No more face-to face feedback sessions can be delivered due to COVID-19 restrictions. 07-02-20 Online engagement conducted. No formal responses.
	25-10-19 ACO to edit the draft Creative Cultural Futures and Heritage 2020-2022 FYs action plan to reflect CHACAC's feedback.	ACO	Completed	07-02-20 New actions will only be included if they are achievable with existing resources.
	22-11-19 ACO to send email seeking a response from members about whether they want their contact details added onto the council website.	ACO	Completed	22-11-19 Email confirmation of details required.
<b>Creative Cultural Futures and Heritage Action Plan – Future aspirations</b>	13-12-19 ACO is listing Creative Cultural Futures and Heritage – future aspirations document bi-annual review in the draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs.	ACO	Completed	17-04-20 Creative Cultural Futures and Heritage Action Plan – Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan has been added to draft for 2020-2022 FYs.
	25-10-19 ACO to add Creative Cultural Futures and Heritage Action Plan – Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.			
<b>Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs</b>	13-12-19 ACO to present biannual report to council.	ACO	Completed	17-04-20 Report has been delivered to council and can be viewed on council livestream. 07-02-20 ACO advised report is going to council that 75% of the work has been completed for 2019-2020 FY. Remaining 25% of the actions are on big projects involving other departments.

<b>The Carnarvon Gorge 'Carnarvon Creates ...' Artist Retreat</b>	17-04-20 'The Carnarvon Creates ...' Artist Retreat was cancelled due to COVID-19 restrictions.	Sharon Gimbert Barbara Beazley	In progress	17-07-20 Form received to apply for accommodation refund. 17-07-20 Marketing materials and resources to be used for local workshops. 17-04-20 'The Carnarvon Creates ...' Artist Retreat was cancelled due to COVID-19 restrictions. Financials still to be finalised.
	07-02-20 Sharon Gimbert advised they continue to work on preparations for this project and all is going well.			07-02-20 Sharon Gimbert and Barb Beazley will continue to work on project and provide updates.
<b>Metal in March</b>	17-04-20 Metal in March has been added to draft Creative Cultural and Futures Heritage action plan 2020- 2022 FYs.	ACO	Completed	17-04-20 Metal in March has been added to draft Creative Cultural and Futures Heritage action plan 2020- 2022 FYs for consideration.
	07-02-20 CHACAC members attending Carnarvon Creates Artist Retreat may seek expressions of interest from artists attending to participate in Metal in March event 2021.	Sharon Gimbert Barbara Beazley ACO	Completed	07-02-20 A grant has been also been approved under Human and Social Recovery Category C Funding. This is a community lead project that incorporates a barbed wire workshop. It is a totally separate project to the proposed Metal in March 2021 event. This is to be added to CCFAP 2020-2022.
<b>Galleries</b>	17-7-2020 ACOG to present draft Exhibitions Policy at next CHACAC meeting.	ACOG	In progress	17-7-2020 Sub-committee is drafting an Exhibitions Policy.
<b>Art Asset Gap Analysis – Arts Asset Register (including public art collection)</b>	17-07-20 Valuation of public art assets and Emerald's fine art assets has been completed.	ACOG	In progress	17-07-20 ACOG to contact James Laws, Craig Edmonston, and Fred and Maxine Wild regarding information on items not yet valued.  17-07-20 Valuation completed for public art and Emerald's fine art collection. Blackwater, Capella and Springsure collections to be valued.



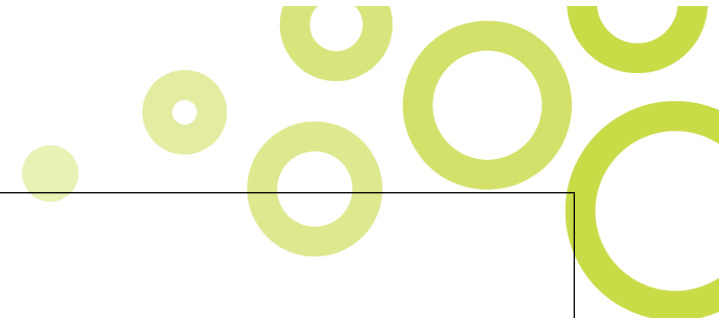
	17-04-20 Museums and Galleries Queensland recommended service providers had been asked to quote for the project which is now being conducted as a desktop review.	ACOG	In progress	07-02-20 ACOG is currently undertaking this project. ACO assisting with previously created developed art asset registers and existing public art details.
	13-12-19 ACO has contacted Museums and Galleries Queensland for advice on specialists in this field. Recommended service providers will be asked to quote for the project. ACO will work with new ACO – Galleries to progress this project as an opportunity for their professional development and to understand council's arts' assets.	ACO	In progress	07-02-20 ACOG is currently undertaking this project.
	6-09-19 Members to send to the ACC the GPS location, photos and details of any public artworks they are aware of to be considered for the Art Assets Register and Cultural Tourism.	CHACAC ACC	In progress	
<b>Public Arts Project</b>	17-7-2020 ACOG to send an email to CHACAC members seeking expressions of interest for the assessment panel.	ACOG	In progress	17-7-2020 Assessment panel being recruited.
<b>Public art Van Gogh 'Big Easel' Sunflower Painting- (Morton Park)</b>	25-10-19 ACO to contact Canadian artist Cameron Cross for Big Easel van Gogh Sunflower painting contract.	ACO	In progress	07-02-20 Currently CHRC Assets and Facilities department are looking at frame. A budget proposal to be re-submitted.
	25-10-19 ACO to talk with GM Communities, Parks and Gardens staff and GM Infrastructure. Suggestion by CHACAC members: <ul style="list-style-type: none"> <li>• A different painting to put up there.</li> <li>• Back can done by council, can we just change the painting.</li> <li>• Find original contract.</li> <li>• Ongoing costs – Whole of life costs.</li> <li>• Maybe negotiate a skin instead.</li> </ul>	ACO	In progress	



	6-09-19 ACO to liaise with the original Canadian artist and the Community Recreation and Facilities Team, about the restoration of the Sunflower Easel artwork and discuss adding it into the budget.	ACO	In progress	
<b>Heritage Collection Management</b>	17-7-2020 ACO to present draft Central Highlands Heritage Collections study report at next CHACAC meeting.	Dr Melanie Pidcocke	In progress	17-7-2020 ACO to present report to CHACAC
	17-04-20 Dr Melanie Pidcocke will conduct an online review of remaining collections and visit when COVID-19 restrictions are lifted.	Dr Melanie Pidcocke	In progress	17-04-20 Dr Melanie Pidcocke will conduct some aspects of the project via phone and complete the additional components when distancing rules are relaxed.
	07-02-20 Dr Melanie Pidcocke will return in March 2020 to finalise the Central Highlands Heritage Collection Study.	Dr Melanie Pidcocke	In progress	
<b>Cemeteries</b>	17-7-2020 ACO to compile lone grave information provided by members into a register.	ACO	In progress	
<b>Digitisation project</b>	17-7-2020 ACO to continue to work with council library staff on the digitisation project.	ACO		17-7-2020 ACO to continue to meet with library staff.
	20-06-19 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	In progress	20-06-19 Blackwater staff flagged Blackwater Herald conservation as a priority and wish to flag significance of this collection's conservation.
<b>Volunteers</b>	8-05-20 ACO to investigate links to a project from Emerald Community Reference Group (CRG). 20-06-19 CCE to proceed with volunteer project.	CCE	In progress	8-05-20 Sharon Gimbert said this item linked to a project that Carmel Marshall had suggested in the Emerald CRG. 20-06-19 Co-ordinator Community Engagement leading volunteer project.
<b>CQ RASN Queensland Day</b>	17-7-2020 ACO to keep CHACAC members updated regarding this CQ RASN initiative.	ACO	In progress	



<b>RADF Marketing</b>	17-04-20 RADF Showcase event will be added to draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs as a biennial event.	ACO	Completed	17-04-20 RADF Showcase event will be added to draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs as a biennial event.
	07-02-20 Showcase RADF at the time of Arts Around August.	ACO	In progress	07-02-20 Members agreed to move the showcase event into 2020-2021 FYR. To tie the showcase in with Arts Around August using any current RADF applications.
	19-07-19 ACO to add RADF showcase event to the list of 2019-20 promotional activities.	ACO	In progress	25-10-19 Has to be after local government elections - May or June.
<b>Film workshops</b>	08-05-20 Short films will be developed as a project result from the RADF videography workshops with Lou Petho.	ACO	In progress	17-07-20 Video editing workshops are being held over three weekends at Capella Cultural Centre – 25-26 July, 1-2 August and 8-9 August. \$150. 08-05-20 Short films will be developed as a project result from the RADF videography workshops with Lou Petho. 08-05-20 Films are still pending as professional development suggestion.
<b>Arts and cultural website</b>	17-7-2020 ACO to remove CHACAC members who have left group from the contact list on the council website.	ACO	In progress	
	8-05-20 ACO to check website links and request service ticket for repairs.	ACO	In progress	17-07-20 ACO needs more information to add the Capella trails and will check if there are other trails to be added. 8-05-20 ACO to check website links and request service ticket for repairs.
	13-12-19 Multiple projects and programs needed to be added and existing Projects and Programs content enhanced.	ACO	In progress	07-02-20 ACO continues to work on the Projects and Program page.



	13-12-19 ACO to request an update to the Projects and Programs webpage to reflect current achievements. <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</a>	ACO	In progress	
<b>Arts Around August</b>	17-7-2020 ACO to review the budget to inform decisions on Arts around August.	ACO	In progress	
	17-7-2020 ACO to liaise with Central Queensland Writers about holding an in-person or online writing workshop.	ACO	In progress	
	8-05-20 ACO to request media release for Arts Around August calendar of events. 07-02-20 ACO to confirm what budget remains in 2019-2020 FY and what will be included in the 2020-2021 FY. To progress marketing the event and grant rounds.	ACO	In progress	17-04-20 ACO to confirm Arts Around August budget and develop online alternatives for all aspects including 8 x \$500 Arts Around August grants.
<b>CHACAC</b>	17-7-2020 ACO to amend and distribute draft TOR to CHACAC members, prior to presenting these to council.	ACO	In progress	